

Advisor for Management

5 May 1951

Chief, Classification & Wage Division

Request for T/O Revision

1. Reference is made to (a) attached memo from Procurement Office requesting establishment of GS-11 Administrative Officer position, (b) memo from this office requesting T/O change of Administrative Officer GS-9 to Administrative Officer GS-11, dated 19 April 1951.

2. It will be noted that current T/O provides for Administrative personnel GS-9 and GS-6; proposed T/O will provide for addition of one position in the Office of the Chief in accordance with recommendation of Procurement Office Management Survey, dated 20 March 1951. Attached memo from Procurement Office indicates this slot may be obtained by deletion of one Stores Laborer CPC-3 position.

3. Classification survey of positions concerned indicates the following grades are in order:

| | |
|--------------------------|-------|
| Administrative Officer | GS-11 |
| Administrative Assistant | GS-7 |
| Secretary (Stenography) | GS-5 |

4. It is requested that these positions be placed on the Procurement Office T/O in the Office of the Chief, and positions numbers 4 and 5 (Administrative Asst. GS-9 and Secretary-Steno GS-6) be deleted.

STATINTL

CONCURRENCE:

Chief, Procurement Office

cc:

✓ Proc. Off.

Class. file